

TAB

S-E-C-R-E-T

MANAGEMENT STAFF

Introductory Statement

The Management Staff activities will be continued into Fiscal Year 1962 at about the same level as in Fiscal Years 1960 and 1961. During the past year considerable success was obtained in holding down requests for increases in personnel due to organizational changes and demonstrated savings were achieved, particularly in the pouch and courier service, as a result of management studies. It is planned to continue our emphasis on the elimination of possible duplication and overlapping of functions and responsibilities, to make additional studies to extend the use and application of automatic data processing methods to Agency operational problems in areas not presently using the system, and to increase our efforts to install sound management practices wherever possible for better efficiency and economy. The Suggestion Awards program will be vigorously publicized and greater benefit obtained through savings to the Agency as well as employee benefits from their participation.

30 September 1960

S-E-C-R-E-T

D-6-1

25X1A

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4

S-E-C-R-E-T

MANAGEMENT STAFF

NARRATIVE JUSTIFICATION

Management Activity

General:

The Management Staff supervises and assists Agency components in the management and control of records and reports, advises on the technical use and application of business machines and methods, conducts studies on organization, functions and systems and coordinates and reviews proposals for changes in personnel ceilings and Tables of Organization.

Accomplishments Fiscal Year 1960:

Analyzed 46 papers concerning the organization and staffing of offices and 169 revisions below the office level which included numerous reorganizations, realignments, changes in functions, and shifts in staffing emphasis and workloads, and which resulted in several withdrawals of requests for increased staffing.

25X1C

In the Intelligence Area completed various studies resulting in elimination of 62 marginal or obsolete Machine reports, decreases in frequency of reporting machine rental, and processing steps, improvement in service to intelligence analysts, a combining of overlapping functions, and strengthening of technical direction.

25X1C

In the Support Area completed various studies resulting in improved effectiveness and efficiency and more economical operation of a controlled maintenance program; improved procedures, layout, and equipment used in processing information reports, with a reduction of average processing time from 40 to 12 hours per report; a requirement for \$15,000 less than initially proposed for color badges. Made a depth study of Office of Logistics, with improvement in organization and procedures being made as study progresses.

S-E-C-R-E-T

MANAGEMENT STAFF

NARRATIVE JUSTIFICATION (Cont'd)

Management Activity (Cont'd)

Accomplishments Fiscal Year 1960: (Cont'd)

Completed systems studies, involving approximately 50 programs for use by RCA 501 computer. Installation in October 1960 will result in more effective and faster data processing and substantial savings to the Agency.

In the field of Records Management the Staff completed 1,495 forms analysis projects; some principal results being major improvements in the Agency dispatch form and procedures; elimination of over a quarter million of signing and authenticating signatures; the purging of 79 bootleg forms from supply operations; and purging supply channels of over-age stencils thereby saving at least 1500 man hours of clerical preparation time.

Conducted Agency-wide programs to promote greater records disposition effort, which brought about "do something" directives in all major operating offices, and a reduction of 8.4% in Intelligence Area records holdings.

Installed 30 filing systems. This was almost a 300% increase over the last fiscal year. The training of 311 persons through seven filing workshops contributed substantially to the increase.

Converted two file installations to shelf-file system which increased filing capacity 75% and released \$3,966 worth of safe cabinets.

Precluded the purchase of \$57,336 worth of Herring-Hall-Marvin safes for use overseas by exchanging 134 of them for safes which can be used at Headquarters.

Objectives Fiscal Years 1961 and 1962:

Complete updating of requirements on all machine installations in the area, and possibilities for consolidation.

Review Fiscal Year 1962 Planning Papers for all components of the area.

S-E-C-R-E-T

MANAGEMENT STAFF

NARRATIVE JUSTIFICATION (Cont'd)

Management Activity (Cont'd)

Objectives Fiscal Years 1961 and 1962: (Cont'd)

Analyze systems for reporting operating costs.

Complete the depth study of the Office of Logistics, report in full on the results of that study, and continue assistance to the Office of Logistics in installation of accepted changes.

Undertake depth studies of other Support components in the sequence determined by the Deputy Director, Support.

Complete the installation of an RCA 501 computer system for meeting the accounting, record keeping, and report requirements of the support area; conduct additional studies for the possible application of Automatic Data Processing methods to operational problems in other areas of the Agency; render advice and assistance in bringing translation of languages by machine into a production capability, and increase the use of microfilm, automatic typewriters, dictating equipment and other time and labor saving devices.

Continue intensified records disposition activities to reduce records holdings before move to new building.

Promote greater interest, activity and participation in the entire records management program by presenting nine Records Management Workshops to Area Records Officers and other appropriate officials.

Develop graphics aids and general publicity media to publicize the program through Support Bulletin articles and Agency exhibits.

Extend the use of shelf filing principles and techniques to appropriate Headquarters offices

30 September 1960

S-E-C-R-E-T

D-6-5

25X1A

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4

S-E-C-R-E-T

MANAGEMENT STAFF

NARRATIVE JUSTIFICATION (Cont'd)

Suggestion Awards

General:

The Suggestion Awards Activity, under the policy guidance of the Agency Suggestion Awards Committee, administers the Agency's Suggestion Awards Program which was established in compliance with Title III, Public Law 763, 83rd Congress. This Activity provides a means to encourage and to adequately recognize the participation of Agency employees in improving the efficiency and economy of Agency operations.

Accomplishments Fiscal Year 1960:

Continued emphasis on person-to-person presentations, and supervisory participation in the program has resulted in a further increase in the adoption rate for suggestions -- from 13.6% in Fiscal Year 1958 and 20.0% in Fiscal Year 1959 to 22.2% in Fiscal Year 1960.

Publicity has been given the program through showings of the movie, "The Power of Suggestion" to some 3,000 persons, and through the issuance of posters, payroll inserts, and other reminders of the program. Significant gains in participation, adoption, and understanding were made through setting up internal panels in all major components of the Support area.

A new six-part certificate of Award was designed, eliminating approximately 500 clerical man-hours a year.

Under authority granted the Executive Secretary to resolve cases with unanimous recommendations for disapproval, 495 cases were closed out.

Suggestions Received	599
Suggestions Adopted:	
Letters of Commendation	23
Cash Awards	110
Awards paid	133
Awards paid	\$ 7,280
Estimated tangible savings	62,898

MANAGEMENT STAFF

NARRATIVE JUSTIFICATION (Cont'd)

Suggestion Awards (Cont'd)

Objectives Fiscal Years 1961 and 1962:

The concentrated emphasis for the coming fiscal years will be on INCREASED PARTICIPATION in the program through continued showings of our movie to reach the remaining 65 per cent of Agency employees; on the improvement of the quality of suggestions; on the launching of a special program in the Plans Area to solicit cold-war proposals; on the inauguration of a program to invite "problem-solving" techniques from all major components; on new and startling advertising media; and on continued workshops and lectures throughout the Agency.

Explanation of Changes in Financial Requirements Fiscal Year 1962 Over Fiscal Year 1961:

None.

30 September 1960

S-E-C-R-E-T

D-6-8

25X1A

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4

Approved For Release 2001/09/04 : CIA-RDP80-01237A000100060051-4